



# **ACADEMIC REGULATIONS AND PROCEDURES**

**July 1, 2017**

## **Vision**

To be the most relevant and responsive post-secondary institution in Canada and one of the world's leading polytechnics.

## **Values**

Respect	We treat each other with respect, including behaviours of honesty, integrity, transparency, trust and an appreciation for diversity.
Collaboration	We work together to advance NAIT and its academic mission in fostering relationships and in building community.
Celebration	We come together in fun and enjoyment to recognize accomplishments and successes and to show appreciation.
Support	We support people through empowerment, providing a safe and caring workplace and providing opportunities for personal and professional growth.
Accountability	We are accountable, individually and collectively, to each other and to NAIT for our actions and for achieving our promises.

## **Promises to Students**

NAIT provides a positive student experience that encompasses students' mental, emotional and physical well-being and defines success broadly. We prepare students to succeed in meaningful careers, find employment in their chosen field and have the skills necessary to have an immediate impact.

## **Promises to Industry**

NAIT produces an exceptional skilled workforce, aligned directly to industry needs. Our programs are developed with industry's input and our research is industry-driven to create enterprises that compete worldwide.

## **Promises to Alberta**

NAIT's primary focus is on meeting the current and emerging needs for polytechnic education and research in Alberta. NAIT is relevant and responsive, providing outstanding technical education. While serving the needs of Alberta, NAIT is globally competitive and recognized.

## **Promises to Staff**

NAIT is one of Canada's outstanding places to work, which follows from a culture of how we work together – the NAIT Way. This reflects our values of respect, collaboration, celebration, support and accountability.

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# **ACADEMIC REGULATIONS AND PROCEDURES**

## **CREDIT, NON-CREDIT AND APPRENTICESHIP PROGRAMS**

### **DISCLAIMER**

NAIT's Academic Regulations and Procedures can be accessed at [www.nait.ca](http://www.nait.ca) as part of the online calendar. In the event of any disagreements or inconsistencies between the Web and printed versions of the Academic Regulations, the Web version shall be taken as correct.

NAIT is currently reviewing and revising Academic Regulations and Procedures in an ongoing effort to support student success. These Academic Regulations and Procedures will be updated frequently over the next year to align them with NAIT's Academic Policy framework. Revisions will be uploaded to the website on a timely basis. As revisions occur, the Academic Regulations and Procedures as reflected on the website will prevail over any printed hard copies of the Academic Regulations, or excerpts thereof, in the Continuing Education calendar, the NAIT Student Handbook, or elsewhere posted or distributed. NAIT's policies and procedures can be accessed at <http://www.nait.ca/ViewPoliciesAndProcedures.htm>

NAIT will provide as much notice to the NAIT community of major revisions as it considers circumstances will permit. The most recent revision date will be included on the Academic Regulations and Procedures posted to the website. Revisions shall include additions, deletions and any re-organization or other changes.

In general, NAIT does not warrant or guarantee the academic success of any student in any program or course.

Although NAIT provides a safe educational environment, thefts from lockers and other areas do occur. Goods may also be vandalized, damaged or lost. Students and other individuals attending classes or visiting NAIT for any reason whatsoever are solely responsible for their goods and belongings. NAIT shall not be responsible for theft or loss of any goods for any reason. It is the responsibility of the student or other individual to ensure that their goods are stored safely and that their owner's or tenant's insurance policy provides for replacement of goods or possessions that may be stolen, vandalized, damaged or lost. The best insurance against loss is to leave articles that are not needed at home or for the student to carry valuables with them at all times. Valuables should never be left in lockers overnight.

### **SCOPE AND AUTHORITY**

#### **Scope**

NAIT offers a comprehensive range of career-oriented training, classified as:

- Degree, Diploma and Certificate programs
- Apprenticeship programs
- Non-Credit courses and programs and
- Corporate and International Training

## **Authority**

The President is the Chief Executive Officer of NAIT and as such is responsible for the general supervision over and direction of NAIT's operations including its policies, programs, employees and business affairs. The President may, from time to time, delegate in writing any of his powers and duties to any employee or employees of NAIT. Where these Regulations and Procedures state that the power and duty to carry out actions hereunder is vested in any other employee or employees of NAIT, the President has delegated those powers and duties to such employee or employees.

Notwithstanding such delegation of power and duties the President may, in any given case, elect to act himself instead of the employee or employees to whom the power and duty has been delegated. The President may, at his sole discretion, approve exceptions to these Regulations and Procedures when he considers appropriate.

These Regulations and Procedures are made pursuant to the Post-secondary Learning Act and constitute rules made thereunder.

Throughout these Regulations and Procedures, reference to a Program Leader denotes a Program Chair or staff member designated as head of a program or who has similar responsibility for the administration, coordination or supervision of one or more programs.

The expression "business days" is used throughout most of this document. In all cases, business days are Monday to Friday and exclude days on which the Institute is declared to be officially closed. These closed days may include statutory and other holidays as well as other days to be specified from time to time. Reference to "calendar days" means any day even if the institution is not open such as weekends, statutory and other holidays.

## **OPERATIONAL ACTIVITIES**

Operational activities shall include, but not be limited to:

- Offering educational courses or programs of instruction or training of a general, academic, vocational, technical, cultural or practical nature, including but not limited to, degree, applied degree, diploma and certificate programs, non-credit courses and programs, training to meet the needs of special interest groups and programs or courses required with respect to a trade designated pursuant to the *Apprenticeship and Industry Training Act*, as amended from time to time or such other statute as may supplement or supersede the same;
- Granting of degrees, applied degrees, certificates, diplomas, honours, awards, scholarships, prizes and/or bursaries;
- Determining the eligibility of individuals to participate in NAIT programs or courses;
- Responding to and dealing with student conduct and academic dishonesty matters;
- Doing all such other things that are necessarily incidental to the foregoing.

## **PROTECTION OF PRIVACY**

NAIT collects and maintains information used for the purposes of its operating activities, including admission, registration and other fundamental activities related to students being members of the NAIT community.

Upon admission to NAIT, students are advised that the personal information they provide, and any other information placed in the student records will be used and protected in compliance with Alberta's "Freedom of Information and Protection of Privacy Act", as amended, or such other statute as may supplement or supersede the same.

Personal information may include but not be limited to:

- Name, home or business address or home or business telephone number;
- Academic marks and student conduct;
- Gender, age, marital status or family status;
- An identifying number, symbol or other particular assigned to the student (e.g., student identification number);
- Fingerprints, blood type or inheritable characteristics if required by the program;
- Health and health care history, including information about a physical or mental disability; if germane to the program being undertaken;
- Educational, financial, employment or criminal history including criminal records except where a pardon has been given;
- Anyone else's opinions about the individual;
- Personal views or opinions, except if they are about someone else.

## **RETENTION OF DOCUMENTS**

Disclosure of personal information collected for completion of a program shall be shared with third parties responsible for providing the work experience component of a specific program and with third party employer sponsors of students.

All documents submitted to NAIT become the property of the Institute and will not be released to the student. Documents submitted for application purposes are scanned to the student record and then destroyed. Applicants wishing to retain their original transcript can submit a Certified True Copy of their transcripts as affirmed by a Notary or Commissioner of Oaths. The Office of the Registrar reserves the right to request original educational documents to verify authenticity of the credentials submitted.



# 1 ADMISSION

## 1.1 Admission Requirements

### [AD 1.0 Admissions Policy](#)

All applicants should be 16 years of age or older, except individuals applying solely for courses intended for younger students. Exceptions may be approved by the appropriate Dean.

## 1.2 Admissions Criteria

### [AD 1.02 Admission Criteria Procedure](#)

#### 1.2.1 Medical Questionnaire and NAITSA Medical Insurance

A medical examination is not required for admission to NAIT, but NAIT does reserve the right to require a student to submit a medical certificate at any time. This information will enable NAIT Health Services to serve the medical needs of the student more effectively.

It is the student's responsibility to have adequate hospital and medical insurance coverage. Failure to provide adequate insurance information will result in the student being charged directly for services rendered. Students who are not citizens or permanent residents of Canada should contact a private insurance company for coverage.

Students accepted into credit programs are required to participate in the compulsory insurance program as managed by the NAIT Students' Association (NAITSA) prior to commencement of their program of study. The NAIT Students' Association has authority for exempting entire academic programs or students from the insurance program.

Students may also opt out of the compulsory insurance program if they can provide documented proof that they are covered under another insurance program. Fees payable for insurance coverage are payable with the student's tuition fees. Refer to the [NAITSA](#) website for specific information.

#### 1.2.2 Colour Vision and Hearing

Certain types of laboratory and/or shop work require normal hearing and colour vision. Deficient hearing or colour vision may affect the student's ability to perform course work or to gain employment after graduation. Colour vision and hearing tests are available free at NAIT Health Services.

#### 1.2.3 Students with Special Requirements or Needs

NAIT endeavors to provide services as needed to all students. In order to provide special services that have funding implications, applicants and students should inform NAIT as to special needs at the earliest possible time, generally three months in advance of admission. Failure to report

need may result in postponement of training or even cancellation of application or termination of registration if funding cannot be resourced.

### **1.3 Application Procedures**

#### **1.3.1 Application to Degree, Diploma and Certificate (credit) Programs**

[AD 1.03 Admission to DDCP Procedure](#)

#### **1.3.2 Applying to Apprenticeship Programs**

Apprenticeship training is a combination of on-the-job and technical training leading to certification as a Journeyman. Alberta Apprenticeship and Industry Training direct this training.

The applicant must first find suitable employment with a Journeyman in the student's chosen trade or with a company, which employs a Journeyman in that trade.

Once hired, the employee should discuss apprenticeship training with the employer, obtain appropriate approvals, and enter into a contract. This contract is then registered with the Apprenticeship and Industry Training Branch, which will issue an identification card and an apprenticeship record book.

The apprentice must register for a training intake at NAIT through one of the approved processes. Full tuition fees are due and payable at the time of enrolment. Refer to Apprenticeship and Industry Training's website ([www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)) for detailed information on intake dates and enrolment.

### **1.4 Selection of Applicants**

[AD 1.04 Selection of Applicants Procedure](#)

#### **1.4.1 Admission to Institute Programs**

The authority to accept applications and admit students to NAIT programs rests with the Registrar. The Registrar may delegate acceptance decisions to staff in the Registrar's Office.

#### **1.4.2 Appeal of Admission Status**

See section 4.9 in [AD 1.04 Selection of Applicants Procedure](#)

### **1.5 Recognition of Prior Learning**

From [AD 1.0 Admissions Policy](#):

Prior learning, whether achieved through formal, non-formal or informal learning and experiences, may be recognized for both advanced credit and admission.

[AD 1.01 Recognition of Prior Learning Procedure](#)

(See Section 5.6.1 Residence Requirements and Time Limits for Program Completion)

Recognition of Prior Learning information and forms are on the [NAIT website](#).

## **2 CLASSIFICATION OF STUDENTS**

### **2.1 Apprenticeship Branch Student**

Any student in an apprenticeship program or a journeyman registered in a technical enrichment program.

### **2.2 Audit Student**

A student in any program/course who observes designated course activities, but whose work is not evaluated and grades are not awarded. Approval of the Program Leader is required to register. Approval and registration must be completed prior to the start of the course and is subject to the availability of space, impact on other students and such other factors as may be deemed important by NAIT. Audit students generally pay fifty (50) per cent of regular fees. A grade of AU will be reported on the student's transcript and will not be changed to a letter grade or credit.

### **2.3 Credit Student**

A person enrolled in any NAIT program or course leading to a credit certificate, diploma, applied degree or degree.

### **2.4 International Student**

A student who is not a Canadian resident or Landed Immigrant and who possesses a valid student visa or becomes eligible for a student visa upon acceptance to NAIT.

### **2.5 Non Credit Student**

A student registered in a non-credit program/course offered through the Department of Corporate International and Continuing Education.

Enrolment for most non-credit programs and courses may be made by visiting our website at [www.nait.ca](http://www.nait.ca).

### **2.6 Open Studies Student**

[AD 3.03 Open Studies Guideline](#)

### **2.7 Full time/Part time Status**

For the purposes of enrolment in programs at NAIT, a full time student is one who is registered in a minimum total of 9 credits per term with the exception of when students are fulfilling their Work-integrated Learning (WIL) component where 3 credits is considered to be full-time.

Any student registered in less is a part time student. Participation in various intercollegiate activities or other programs may have other requirements. Students should contact the Registrar's Office for more information.

For the purposes of financial assistance, to qualify for Canada and Provincial Loans for the Fall/Winter terms, a student is required to be registered in a minimum of 60% of their program course load (with the exception of Newfoundland and Labrador Provincial Loan, a student is required to be registered in a minimum of 80% of their course load). Alberta Works Skills Investment Program requires 100% registration.

Please note course loads vary by program and term/year level, which may require a student to be registered in more courses than the NAIT full-time definition in order to be considered full-time for financial assistance purposes. Students are encouraged to speak with a Financial Aid representative prior to filing for financial assistance.

## **2.8 Full Load Status**

A student enrolled in the number of credits for a specified level in a credit program. Each credit program will have a full load credit value specific for that program and level.

## **2.9 Sponsored Applicants**

Some employers and agencies assume responsibility for the cost of training under a variety of arrangements. In such cases the applicant shall arrange to have a letter of sponsorship sent by the agency/employer to the Cash Office outlining the extent of financial support for fees, books, supplies, etc.

## **2.10 International Student (Student-Visa Applicants)**

The admission of international applicants is subject to quota limitations of the program and the number of acceptable applications received. International applicants are encouraged to apply early to allow for the processing of applications and visa documentation. A proportion of the quota for most programs is set-aside for international applicants until April 30 of each year and for intake to the next academic year. Unfilled international quota is filled from Canadian applicants after that time. International applicants who are accepted into NAIT programs and who require student visas will be provided with a letter of acceptance.

International applicants must have their official documents assessed to NAIT's standards by one of the following methods:

- Through the [International Qualification Assessment Service \(IQAS\)](#);
- Through the [World Education Services Canada \(WES\)](#); or
- By submitting documents to NAIT for assessment. See the [NAIT](#) website for details.

Assessment fees apply for all methods. Students will also be requested to provide proof of English proficiency in accordance with these Regulations and Procedures.

## **2.11 Continuing Students**

Students who meet academic standing requirements will be allowed to progress from one term to the next.

## **2.12 Former Students**

Some students may find it necessary to discontinue their studies for personal, financial, medical or academic reasons. Such individuals may seek readmission at a later date, subject to space availability. (See Leave of Absence 3.2.4)

Students returning after less than a year's absence will be required to fill out a Program Re-Admit Form and submit it to their Program Leader for approval. In

some cases the Program Leader may wish to meet with the student prior to approving their readmission. Readmission is not guaranteed and it may be reliant on available space in the program.

For students returning after being absent for a year or more, the student is required to submit a new application form with the appropriate application fee. The Registrar may request that the applicant be interviewed by the Program Leader, as changes in curriculum or technology may have occurred since the applicant last attended. Generally, graduation requirements are published on the current NAIT website.

The readmitted student must complete the program requirements in effect at the time of readmission and as detailed by the Program Leader.

Students suspended or terminated by the Institute for breaches of academic regulations through misconduct may reapply for admission to the same program, or another program, as specified in the conditions of suspension or termination. Permission must be granted by the Registrar, in consultation with the Dean, and is subject to space availability.

### **3 TRANSFERS AND WITHDRAWALS**

#### **3.1 Transferring Between Programs**

##### **3.1.1 Transfers Involving Credit Programs**

A student may be granted transfer to another program/course after initial registration, provided:

- The student meets the prerequisites of the program/course into which the student wishes to transfer;
- A place is available in the receiving program/course; and
- In the case of a credit program, the Program Leaders of both programs and the Registrar approve the transfer.

A student who is accepted into one program and requests transfer to another oversubscribed program may be denied the transfer if a position becomes available and another fully qualified applicant, who was previously denied entry into the receiving oversubscribed program, now wishes to enter.

##### **3.1.2 Transfers Involving Non-Credit Programs and Courses**

Requests for transfers between non-credit courses must be made up to 5 calendar days prior to course commencement. Additional fees may be assessed or refunds made if there are fee differentials. Only one such transfer is permitted per course registration.

#### **3.2 Withdrawing from Programs**

##### **3.2.1 Withdrawal from Credit Programs**

When a student finds it necessary to withdraw from a program, his/her Program Leader shall complete a Clearance Withdrawal Form and have the student present the original form to the Registrar's Office. The withdrawal form can be found on myNAIT portal.

The Registrar's Office shall amend the student's record. The Registrar's Office shall determine any tuition refund that might be owing to the student.

In diploma and certificate programs only, the Program Leader will, by letter or note, contact any student who has been absent from classes without notification for at least five consecutive days of classes. The letter, note or email will state that the student must contact program staff. If no response is received within a reasonable period, (between 3 – 10 business days depending on communication method) program staff will complete a Clearance Withdrawal Form and forward it to the Registrar's Office. The date of withdrawal is recorded on the student record and the student will not be entitled to a tuition refund.

In degree programs, non-attendance is not considered a withdrawal from the program. Degree students are expected to withdraw from their courses and/or notify the program of the withdrawal.

### **3.2.2 Withdrawal from Non-credit Courses/Programs**

A student can withdraw from non-credit courses via the MyNAIT Student Portal or by contacting NAIT. Any fee refund will be calculated using NAIT's current Continuing Education fee refund policy (see [www.nait.ca](http://www.nait.ca)). The student will be awarded a grade of W.

### **3.2.3 Notice of Student Withdrawal to External Agencies**

When a student has withdrawn, the appropriate sponsoring and financing agencies will be notified. These may include, but are not limited to, the Student Finance Board, Employment and Immigration Canada and Apprenticeship and Industry Training.

### **3.2.4 Leave of Absence**

Students are expected to maintain continuous registration (except for the Spring/Summer terms unless in a summer co-op, residency, intersession, or apprenticeship program) for the duration of their credit program. At NAIT we do recognize that there may be instances where a student will have to leave their studies. In such cases the student is required to meet with their Program Leader to discuss their anticipated return date. If a student returns within 12 months (one calendar year) from the completion of their last course, then they need to fill out the Program Re-Admit Form and contact their Program Leader to arrange a plan for reintegration into the curriculum. Reintegration will be based on completed course work, course offerings and available space.

Students, who have not been registered in courses for greater than 12 months (one calendar year), from the completion of their last course, will be required to reapply through APAS and pay the application fee, with the exception of any student who postpones their studies to serve on the executive of NAITSA. Acceptances will be based on previous achievement and availability of space. NAITSA Executive students will need to connect with their Program Leader prior to returning in order to discuss re-entry into the program, who in turn, will notify the Registrar's Office through an email to have the student reinstated.

Returning students will be governed by the academic regulations and program requirements in effect at the time of return or readmission.

## **4 STUDENT RIGHTS AND RESPONSIBILITIES**

### **4.1 Student Rights and Responsibilities Policy and Procedures**

[SR 1.0 Students Rights and Responsibilities Policy](#)

[SR 1.01 Student Resolution Office Activation Procedure](#)

[SR 1.02 Alternative Resolutions Procedure](#)

[SR 1.03 Academic Integrity Procedure](#)

[SR 1.04 Formal Adjudication Procedure](#)

[SR 1.05 Student Appeals Procedure](#)

[SR 2.0 Sexual Violence Prevention and Response Policy](#)

[SR 2.01 Sexual Violence Response Procedure](#)

### **4.2 Attendance**

Instruction at NAIT is intensive and involves training in specific skills and techniques that the graduate will need in business and industry. The student's success will be enhanced by regular attendance. Each program prescribes specific attendance requirements.

Students receiving training allowances or other forms of financial assistance are expected to be aware of and comply with the conditions of their sponsorship, which generally require regular attendance. The student is responsible for providing attendance requirements directly to the sponsoring agency to ensure continued financial assistance.

Attendance is mandatory for apprentices. A cumulative total of three days of unauthorized absences may result in termination of training and training allowances.

### **4.3 Class Interruption**

NAIT shall make reasonable efforts to ensure that its classes and courses proceed on a regular basis and without interruption. Program Leaders or designates reserve the right to cancel or change the timetable for their classes and will take reasonable steps to provide notice of any cancellation or change. NAIT will not be responsible for any cancellation or change nor be responsible for the interruption or termination of any class or course that occurs despite NAIT's efforts, or for failure to give notice of the interruption or termination.

### **4.4 Dress**

Students are expected to conform to dress and safety standards consistent with those of the career field for health, safety, and sanitary reasons. NAIT reserves the right

to establish codes of safety and health dress standards in addition to professional standards.

#### **4.5 Campus Sport and Wellness**

Campus sport and wellness is an important part of NAIT's training objectives as it relates to the development of the student's immediate as well as lifelong physical and emotional well-being. NAIT is able to serve a wide range of interests in recreation, sports, and athletics.

Participation by all students in a suitable program of physical and leisure activities is strongly encouraged. Although participation is not an Institute-wide requirement, it may be a requirement in some programs to develop the physical fitness required in some vocations or to develop teamwork.

NAIT encourages students to participate in optional recreation and sport activities, in which case students can avail themselves of the opportunity for participation in recreation and sport activity programs during lunch breaks and/or other open time slots.

Recreation and sport activity programs shall be included in program descriptions if required for program completion.

#### **4.6 Participation in Intercollegiate Athletics**

Students are encouraged to participate in intramural and intercollegiate athletics, as these greatly contribute to their personal development. However, students must balance their extra-curricular activities with their academic activities.

Any student, who, in the opinion of the Program Leader, is experiencing academic difficulties, may be denied permission to participate in intramural and intercollegiate athletic activities until such time as the student regains a satisfactory standing.

Any student found guilty of breaching academic integrity and/or student misconduct may be removed from intramural and/or intercollegiate athletic activities by the Director, Athletics and Recreation in consultation with the Registrar.

#### **4.7 Field Trips**

Field trips contribute to relevant business and industrial experience. Such trips shall therefore be regarded as planned integral elements of the program, providing experiences unobtainable in the classroom, laboratory, or workshop.

Students are advised of such field trips in advance and are responsible to ensure that they are in possession of valid medical and hospital insurance coverage prior to going on field trips.

Students shall be required to sign a release and waiver form in accordance with NAIT practice.



## 5 ASSESSMENT AND GRADING

[AD 2.02 Grades Procedure](#)

[AD 2.03 Assessment Administration Guideline](#)

[AD 2.04 Invigilation Procedure](#)

### 5.1 Clearance of Course Deficiencies

It is the responsibility of the Program Leader, in consultation with the appropriate Dean, to prescribe the manner by which a student who has not fulfilled all program requirements shall rectify deficiencies in course work.

Methods available to clear deficiencies include the challenging of examinations (when available), the completion of additional assignments, continuing education courses, equivalent courses, and special arrangements of a less formal nature. It is the responsibility of the Program Leader to determine the most appropriate method by which deficiencies can be cleared. The Program Leader shall outline the decision in writing to the student.

Every deficiency that has been cleared shall be reported in a timely manner by the Program Leader to the Registrar's Office on a Mark Correction Form to aid in the production of transcripts.

### 5.2 Academic Standing Regulations

[AD 2.0 Academic Progression Policy](#)

[AD 2.01 Academic Standing Procedure](#)

#### 5.2.1 Year Levels

All students will increment in year levels upon successful completion of courses. Although levels vary by program, the usual progression is based upon the following:

<30 credits = Year Level 1

30 - <54 credits = Year Level 2

54 - <84 credits = Year Level 3

84 – 120 credits = Year Level 4

### 5.3 Academic Progression Appeal

[AD 2.05 Academic Progression Appeals Procedure](#)

### 5.4 Prerequisites and Co-requisites

A prerequisite relationship exists if course "A" must be completed satisfactorily before course "B". A co-requisite relationship exists if course "A" must be taken concurrently with course "B".

The Program Leader or designate may waive prerequisite and co-requisite requirements if satisfied that the student is able to meet the demands of a course.

The identification of any course or program as a prerequisite or co-requisite to any other course or program shall not be construed as a representation that successful completion of the prerequisites or co-requisite will assure success in any subsequent related or unrelated course or program.

Similarly, meeting any or all of the eligibility or entrance requirements with respect to any course or program shall not be construed as a representation that the student will thereby necessarily be successful in that or any other course or program.

## **5.5 Transcripts**

The transcript is a complete and unabridged educational record of a student. It lists all the studies undertaken to the date of issuance and whether these studies were successfully completed. A transcript is an official cumulative mark statement bearing the NAIT seal and the signature of the Registrar or designee.

The transcript may be requested by the student online on myNAIT portal and payment of the applicable fee. Students and graduates may obtain unofficial copies of their transcripts by logging into myNAIT portal.

Students should note that most educational institutions and many employers require that the transcript be mailed directly to them by the educational institution. A transcript released to the student will be stamped "Released to the Student".

Students whose files have been designated as "Financial Hold" as a result of indebtedness to NAIT will be excluded from registering in programs/courses. In addition official transcripts of academic records, diplomas and certificates will not be released. NAIT reserves the right to retain the services of a collection agency to settle any outstanding indebtedness by a student.

### **5.5.1 Recognition of Participation in Student Affairs**

NAIT encourages students to participate in the NAIT Students' Association (NAITSA) and student club affairs; as such participation contributes directly and indirectly to personal development and preparation for the business world and industry.

Students holding a leadership role or participating in a NAIT intercollegiate athletic team will have their transcript annotated as part of co-curricular activities.

## **5.6 Certification and Program Completion Requirements**

Students will be considered a graduate from a certificate, diploma, applied degree or degree program upon successful completion of all program and grade point average requirements.

[AD 2.06 Graduation Procedure](#)

### **5.6.1 Residence Requirements and Time Limits for Program Completion**

All courses listed on the NAIT website may not be offered each term.

NAIT recognizes the validity of both formal and experiential applied education which students may have taken prior to attending programs at NAIT. However, to ensure academic integrity, NAIT students must successfully complete at least fifty per cent (50%) of their applied education from NAIT, to be determined by the number of credits earned as a ratio of total credits required for completion.

Students must successfully complete all required courses to graduate. All course requirements must be completed within seven (7) years.

### **5.7 Multiple Certificates/ Diplomas/ Degrees**

A student holding a NAIT Certificate, Diploma or Degree in one program may, by receiving advanced credit and/or completing additionally prescribed courses, become eligible for a second Certificate, Diploma or Degree in less than the time normally prescribed for such completion.

A student contemplating such a course of action shall, at the earliest opportunity, consult with the Program Leader or designate of the program in which the student would like to enroll.

The Program Leader or designate shall determine from the documentation the appropriate advance credit and forward to the Registrar a detailed statement of advance credit and program completion requirements.

### **5.8 Certification after Changes in Program Titles**

NAIT reserves the right to change program/course titles. Such changes shall have appropriate approvals by NAIT. NAIT recognizes that a change to a program/course title may be of consideration to those who graduated under the former program/course title. However, it is the prerogative of NAIT to change a program/course title and define the form of certification to be awarded.

NAIT shall not be required to reissue certification with the new program/course title to former graduates. The Registrar may issue, upon request, a statement describing the circumstances surrounding the title change and the equivalence of programs/courses.

### **5.9 Academic Scholarships and Awards**

NAIT maintains an Academic Awards Program that recognizes both student achievement and financial need. A student eligible for academic honours is not necessarily eligible for an award.

[ER 2.0 Student Academic Awards Program Policy](#)

[ER 2.01 Student Academic Awards Program Guideline](#)

[ER 2.01 Student Academic Awards Program Procedure](#)

Additional information is available at the Scholarship and Bursaries Office or on the [NAIT website](#).

## **6 STUDENT RECORDS**

### **6.1 Student Permanent Record**

#### **6.1.1 Credit Programs**

An individual permanent record is maintained in the Registrar's Office for each student containing a summary of the student's pre-admission academic records and a cumulative record of the student's academic performance at NAIT.

For purposes of operational activities, the respective Program Leader may access these permanent records.

The document maintained by the Registrar's Office is the official Student Record. Unofficial transcripts are available to students on myNAIT portal.

Transcripts are issued only at the student's request and upon payment of the appropriate fee. Official transcripts will not be issued if the student is on "Financial Hold" and indebted to NAIT.

#### **6.1.2 Non-Credit Program/Courses**

A permanent record is maintained by the Registrar's Office for most non-credit registrants. The permanent record consists of the same data that is recorded for an official transcript.

No permanent record is maintained for some recreation and general interest courses.

Non-credit program certificates or letters indicating complete status are issued to students as appropriate and based on data maintained by the Registrar's Office.

### **6.2 Confidentiality of Student Records**

#### **6.2.1 Confidential Records Established at NAIT**

A record means a record of information in any form and includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

The following is a tabular summary of NAIT student records and officials who are responsible for their security.

Generally, the Registrar's Office will keep student records. Periodically, Health Services, Counseling and Security may create special purpose records.

Type of Official Record	Form of Record	Responsible
Health Services	Health Questionnaire, physician's medical	Supervisor, Health Services
Student Counselling	Record of counselling/ SSD session	Associate Chair, Counselling
Services for Students with Disabilities (SSD)	SSD session	Manager, SSD
Registrar's Records	Permanent Record, student statistics, student loan information, academic violations	Registrar

### 6.2.2 Public Record

The information available to the public concerning a NAIT student is limited to verification of:

- Whether the student was enrolled in a specific program between given dates; and
- Whether a student received a specific credential, honour or award.

Written permission from the student is required for the release of any other information including references and attendance on specific days.

If a student has a specific concern regarding security and does not wish to even confirm enrolment, the student may make special arrangements with the Registrar's Office.

### 6.3 Responsibility for Accuracy and Currency

The Registrar's Office bears responsibility for the accuracy and currency of the student record.

The Program Leader ensures that appropriate information on the student is conveyed accurately and promptly to the Registrar's Office.

### 6.4 Change in Personal Information

Students are accountable to maintain personal information, including changes to name, address, contact information or marital status.

#### Document History

<i>Date</i>	<i>History</i>
August 25, 2017	Updated section 4 with links to new SRR policy and procedures. Published

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